

### A-3. Safety Communications

#### I. Purpose

This section identifies the process for approving and disseminating internal (within NCI-Frederick) and external safety, environmental, security, and occupational health information at the NCI-Frederick.

#### II. Scope

This applies to all government and contractor employees and all visitors at the NCI-Frederick and off-site facilities.

#### III. Responsibilities

##### A. NCI-Frederick Management

1. The Chief Management Operations Support Branch (MOSB), NCI-Frederick (or his/her designee) will review and approve all Environment, Health and Safety (EHS) policies and procedures. All approved EHS policies and procedures will apply to all government and contractor employees and all visitors at the NCI-Frederick.
2. The Associate Director, Office of Scientific Operations (OSO), NCI-Frederick will address safety and occupational health issues via memorandum as they arise. Such memoranda will be specific as to whether the guidance is for all employees or only for specific groups such as government only, contractor only or all employees.
3. Per the OTS contract, when EHS is unable to resolve safety-related non-compliance issues, they will be communicated to the Contracting Officer for resolution.
4. A senior NCI-Frederick official will serve as the official government representative at all meetings with the U.S. Army Garrison, Fort Detrick (USAG FD) and the National Institutes of Health (NIH). EHS personnel may serve as the Point of Contact (POC) for regulatory agency inspections but formal reports will be provided to NCI-Frederick management as soon as possible after the conclusion of the visit.

##### B. EHS

1. The Director, EHS shall review federal and state regulations regarding occupational safety and health and propose or revise NCI-Frederick safety policies when appropriate.

2. Facility/infrastructure issues, including safety hazards, will be communicated to Facilities Maintenance and Engineering using standard communications channels, (i.e.) Trouble Calls, Special Assists, and Work Orders.
3. The Director, EHS, is responsible for developing and maintaining technical safety communication channels with appropriate officials on the USAG FD staff. These responsibilities may be delegated to appropriate EHS staff.
4. The Director, EHS will coordinate with NCI-Frederick management on relevant safety, security, and environmental protection issues involving discussion with the USAG FD.

C. Principal Investigators for Contractors Other than OTS

Principal Investigators for the Scientific Library, Computer and Statistical Support Contractors, or their designees, shall be primary contact points for policy type documents and communications from EHS. If the non-OTS Contractor assigns a designee, that individual's name and position shall be communicated by memorandum to the EHS Administrative Office.

III. Procedures for Communications with USAG FD

- A. Meetings between NCI-Frederick and the USAG FD personnel may be held upon agreement of both parties.
- B. Discussions with the USAG FD involving fiscal resources and Inter-Service Support Agreement obligations shall be coordinated with the NCI-Frederick Contracting Officer. Financial and other contractual obligations to the government cannot and will not be made by any EHS personnel, except in cases of imminent or extreme safety hazards (see below).
- C. In cases of imminent or extreme safety hazards, EHS may request services directly from USAG FD staff. In these instances, the Contracting Officer's Representative for EHS, NCI-Frederick General Engineer, or the NCI-Frederick Civil Engineer should be notified as soon as possible.